

Cancel
1 November 1966

~~Mr. Bannerman via Mr. Warfield via~~
~~via~~

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The attached suggests a policy for slotting Support Officers Development Program participants assigned here at Headquarters.

Recommend approval.

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*How is ceiling identified?
What is the current written policy?*

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DD / 1 2 1 S T R Y
FILE *Personnel*

DD/S 66-5754

31 OCT 1966

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MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Support Officers Development Program -
Slotting of Participants

1. This memorandum contains a recommendation for your approval in paragraph 8.
2. Seventy-three Career Trainees have now graduated from the first three Support Services Courses. Five of these have since resigned and eight have been permanently assigned. The remaining sixty are on the job. Thirty-four are abroad and are actually assigned to either Clandestine Services or Communications positions; the remaining twenty-six are in the area (fifteen in Directorates other than Support, eleven in the Support Offices).
3. All graduates of the first and second Courses are now off the CT rolls. They are either abroad or have been assigned to the Support Officers Development Program (the eleven positions on our Staffing Complement reserved for this purpose are now all filled). Seventeen graduates of the third Course are still on CT rolls. Assuming that they will be accommodated for the "standard" six-month period, they should be assigned early next year. The class now in session will be ready for assignment (as contrasted to detail) next June. We have need, then, to identify positions to accommodate more Program participants in the near future.
4. Three alternatives might be considered to accommodate the trainees:
 - a. We might request additional ceiling.
 - b. We might capture ceiling from the Support components as we furnish CT's to them.
 - c. We might require the Support components when they identify requirements for CT's to also identify slots and ceiling to accommodate them.

These alternatives are expanded upon in the following paragraphs.

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5. New ceiling - a course of action on which we were previously rebuffed and probably one which would not now elicit much support given the present tight situation.

6. Capture of ceiling - an alternative which could work in part, but which has several drawbacks.

a. Many of the CT's (fifteen to date) are in Directorates other than Support (i. e., Admin Officer/FMSAC, Personnel Officer/FE, Finance Officer/OSA). They are working against ceiling which is not ours to capture.

b. Movement of ceiling and positions would distort staffing patterns, and as the Program becomes larger, strength figures, ceiling controls, and other management indicators would become less meaningful because of the large group of "details" who would not be officially documented in terms of assignment.

c. Centralized administration of a far-flung group of people would also cause administrative difficulties in that they would necessarily be handled differently from their peers. Everything from time and attendance reports to fund drive solicitations would depart from the normal pattern - a departure, incidentally, which has potential for confusion and loss of morale among Program participants. This, because those here at Headquarters don't have a position "they can call their own." They, in contrast to those posted abroad, may well conclude that they do not have a "home" for the short range.

7. Identification of requirements and positions concurrently - as is now done for overseas assignees:

a. This would not impose an unreasonable burden on the Support components. Most have vacancies and the CT's detailed to them are doing full-time jobs. Should short-run problems arise, the group of eleven positions would help to alleviate them and would provide a cushion for those in extended training or in casual status between assignments.

b. Participants would identify more closely with their components of assignment and their records would be correctly documented. Thus, a participant working as a Personnel Officer would be documented in the official record as such.

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c. Control of the participants would be retained centrally through established career mechanisms. Each participant would carry the "SD" designation and we would have control of assignments, promotions, training, etc. as we now do for "S" designees and as the other Career Services have for their designees.

d. Planning for future intake through the Program would be simplified were requirements expressed in terms of present or proposed ceiling and positions.

8. Recommend that the Support components when they identify requirements for Support Officers Development Program participants also identify ceiling and positions to accommodate them.

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[Redacted Signature Box]

Executive Secretary
Support Development Panel

CONCUR:

[Redacted Signature Box]

Chairman
Support Development Panel

APPROVED:

R. L. Bannerman
Deputy Director
for Support

Nov. 66

Date

Date

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